

No.1-30/2005-Admn.I (Pt.1)

Government of India
National Vector Borne Disease Control Programme,
Dte.G.H.S, Ministry of Health & Family Welfare,
22-Shamnath Marg, Delhi-110 054.
Telephone No. 23967780, Fax No. 23968329
Website: www.nvbdc.gov.in

Dated the:- 16th September 2017**17 OCT 2017****OFFICE ORDER**

In supersession of this directorate's previous O.O and to streamline the functioning of the Directorate, work allocation of officers is modified as under. Further, Link officers are declared for each officer with an aim to ensure continuity of activity in the absence of an officer.

Name & Designation	Work allocation	Link officer
Dr P.K.Sen, Director and Head of Department.	Head of the Programme	Dr.Neeraj Dhingra, Additional Director or next concerned senior most Officer will look after the routine duties of Director in his absence.

Job responsibilities of Dr.(Mrs.) Aruna Jain, Additional Director

Subject	Receive work from	Submit work to	Link Officer during Leave/Tour etc.
1. Administration for Dte.NVBDCP and ROH&FWs.	AO (GDK)	Director	Addl. Dir. (NR)
2. Examining Officer for Medical Reimbursement bills.	AO (GDK)	Director	--do--
3. Court Matters.	AO (GDK)	Director	--do--
4. Liaison Officer, Hindi.	JHT	Director	--do--
5. IDSP Co-ordination	DD (KCM)	Director	---do---

Job responsibilities of Dr.Neeraj Dhingra, Additional Director

Subject	Receive work From	Submit work to	Link Officer during Leave/Tour etc.
1. Head Malaria Division.	Addl.Dir. (AK)/ JD(SSK)/ DD(SLW)	Director	Addl. Dir.(AK),
2. Head M. & E Division.	JD (SSK)	Director	--do--
3. Head Planning & Co-ordination Division.	JD (SSK)/DD (KCM)	Director	--do--

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Job responsibilities of Dr.(Mrs.) Nupur roy, Additional Director			
Subject	Receive work From	Submit work to	Link Officer during Leave/Tour etc.
1. Head of Lymphatic Filariasis.	JD (SS)	Director	Addl. Dir.(AJ)
2. Head of Kala-Azar.	JD (RKD)	Director	--do--
3. Head of Procurement including DDT.	JD (SS)	Director	Addl. Dir. (AK)
4. Head IFC/BCC.	JD(KB)	Director	-----
5. Head of Office (HOO).	Sr.Accounts Officer /Admn. Officer	Director	-----

Job responsibilities of Dr.Avdhesh Kumar, Additional Director			
Subject	Receive work From	Submit work to	Link Officer during Leave/Tour etc.
1. Head, Budget & Accounts Section and Finance Management Group including Grant-in-Aid	DD (SLW) /Sr.AO	Director	Addl. Dir.(ND)
2. GFATM.	DD (SLW)	Director	--do--
3. Human Resource and Training.	DD (SLW)	Director	--do--

Job responsibilities of Dr.P.K.Srivastava, Joint Director			
Subject	Receive work From	Submit work to	Link Officer during Leave/Tour etc.
1. Head of Entomology.	JD (SS)	Director	JD (SS)
2. IVM including working of Entomological units and Entomological surveillance.	JD (SS)	Director	--do--
3. Incharge Entomology Lab.	JD (SS)	Director	--do--
4. Incharge ELISA lab.	JD (SS)	Director	--do--
5. Transparency Officer (RTI).	Admn. Officer	Director	--do--

Job responsibilities of Dr.Sukhvir Singh, Joint Director			
Subject	Receive work From	Submit work to	Link Officer during Leave/Tour etc.
1. Head Central Cross Checking Organization.	CCCO.	JD (PKS)	JD (PKS)
2. Monitoring of Insecticide Resistance.	Section	JD (PKS)	--do--
3. Microaction Plan for indoor residual spray.	Section	JD (PKS)	--do--
4. Procurement including DDT.	Section	Addl.Dir (ND)	Addl. Dir (NR)
5. Store Officer.	Section	Addl. Dir. (NR)	--do--
6. Filaria	Section	Director	JD (PKS)
7. Welfare officer.	Admn. Officer	--do--	--do--
8. Controller of Transport.	--do--	Reply to Applicant as per RTI Act 2005.	JD (SSK)
9. Central Public Information Officer.	--do--		

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Job responsibilities of Dr.R.K.Das Gupta, Joint Director			
Subject	Receive work From	Submit work to	Link Officer during Leave/Tour etc.
1. Programme Officer Kala-azar.	Section	Addl. Dir. (NR)	JD (KB)
2. WHO Co-ordination.	Section	Addl. Dir. (ND)	--do--

Job responsibilities of Dr.(Mrs.)Kalpana Baruah, Joint Director			
Subject	Receive work From	Submit work to	Link Officer during Leave/Tour etc.
1. Programme officer for Dengue & Chikungunya.	Section/ Consultants	Director	Asstt. Prof. (RKJ)
2. IEC/BCC Activities.	Section / Consultants	Addl. Dir. (NR)	

Job responsibilities of Dr.Sher Singh Kashyotia, Joint Director			
Subject	Receive work From	Submit work to	Link Officer during Leave/Tour etc.
1. Nodal Officer Planning & Co-ordination Division.	DD (KCM)	Addl. Dir. (ND)	DD (SLW)
2. Monitoring & Evaluation Division.	M&E,Section	---do---	--do--
3. Computer Internet connectivity / NVBDCP website maintenance, E-Office.	Consultant (IT)	---do---	--do--
4. Nodal Officer for RTI	JD (SS)	Reply to Applicant as per RTI Act 2005.	JD (SS)

Job responsibilities of Dr.(Mrs.) Sumal Lata Wattal, Dy. Director			
Subject	Receive work From	Submit work to	Link Officer during Leave/Tour etc.
1. Malaria.	Section	Addl. Dir. (ND)	JD (SSK)
2. GFATM	Section	Addl. Dir. (AK)	--do--
3. Human Resource like recruitment of Cotractual Consultant & Staff at ROH&FWs / States, extension of their services, enhancement of remuneration.	Section Co-ordinator	--do--	--do--
4. Budget Section.	Sr.Accounts Officer	--do--	--do--
5. Finance Management Group including Grant-in-aid.	--do--	--do--	--do--

Job responsibilities of Dr.Rishi Kumar Jaiswal, Asstt. Prof.			
Subject	Receive work From	Submit work to	Link Officer during Leave/Tour etc.
1. Programme Officer, Japanese Encephalitis.	Section / Consultants	Director	JD (KB)

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Job responsibilities of Sh.K.C.Meena, Dy. Director (ISS)			
Subject	Receive work From	Submit work to	Link Officer during Leave/Tour etc.
1. Planning & Coordinatorm Division.	P&C Section	JD (SSK)	JD (SSK)
2. NHM Coordination.	--do--	--do--	--do--
3. VIP reference.	--do--	--do--	--do--
4. Nodal Officer PMO Grivances.	--do--	--do--	--do--
5. IDSP		Addl. Dir. (AJ)	--do--

Job responsibilities of Sh.Sanjay Magoo, Sr.Accountst Officer			
Subject	Receive work From	Submit work to	Link Officer during Leave/Tour etc.
1. Over all In-charge of Budget and Accounts Section.	Section / CA	DD (SLW)	Admn. Officer
2. Finnce Management Group including Grant-in-aid.	--do--	---do---	---do---

Job responsibilities of Sh.G.D.Khulbe, Administrative Officer			
Subject	Receive work From	Submit work to	Link Officer during Leave/Tour etc.
1. Over all In-charge of Administration Division.	Section	Addl. Dir. (AJ)	Sr.Accounts Officer
2. Motor Transport Officer.	Admn.-II Section	JD (SS)	JD (SS)
3. Estate Officer.	--do--	JD (SS)	--do--

1. Division Heads will report to Director.
2. Division Heads will allocate work to Contultants & Staff in their Divisions.
3. Contractual human resource will be monitored by Divisional Heads. Any proposal related to contractual human resource will be initiated and justified by divisions.
4. Officers will work as Nodal Officers / Liaison Officers / Committee members as per orders issued from time to time.
5. Officers can be assigned any other work as per requirement of NVBDCP in addition to above work.
6. All Officers will submit the leave applications through Dr.Nupur Roy, Additional Director / Head of Office (HOO) for the approval of the Director, NVBDCP, Delhi.
7. All officers shall intimate their Link officers in writing before proceeding on Leave/Tour. The Link officers shall perform all duties and responsibilities of the Linked officer during his/her absence.

This order comes into force with immediate effect and is issued with the approval of Director, NVBDCP, Delhi.


 (G.D.Khulbe)
 Administrative Officer

Copy to:

1. JS (NR), MOH&FW, Nirman Bhawan, New Delhi.
2. Addl.DG, Dte.GHS, Nirman Bhawan, New Delhi.
3. All Officers / Divisions of NVBDCP, Delhi.
4. All Sr.Regional Director, ROH&FW.
5. Director's Office.
6. Guard file.

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